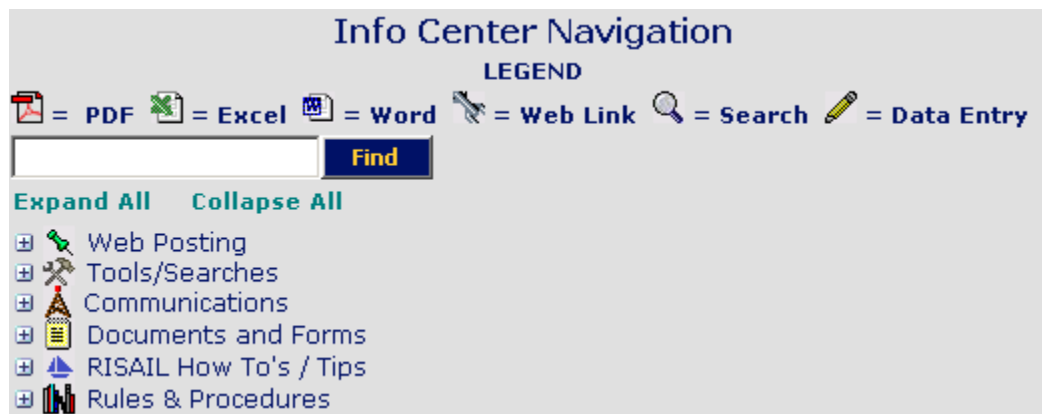


RIVIP State Agency Info Center Documentation



Application User Manual

RIVIP State Agency Info Center Documentation

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I. Summary

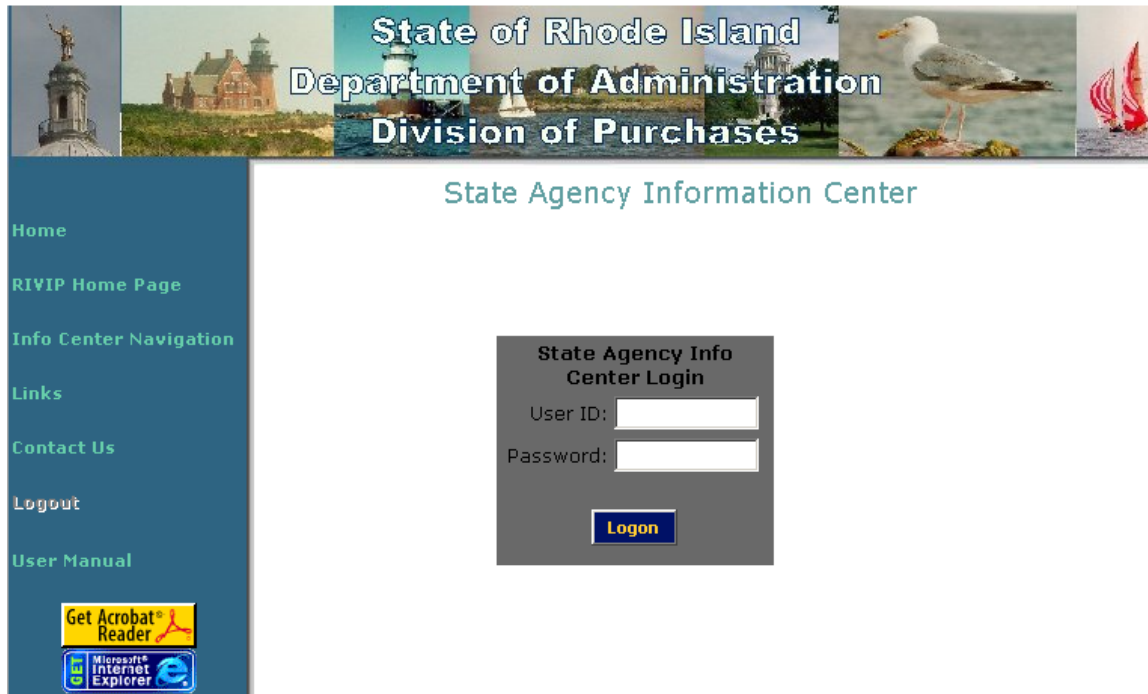
This document explains how to utilize the State Agency Info Center on the Purchasing RIVIP website. The State Agency Info

RIVIP State Agency Info Center Documentation

Center contains valuable purchasing information and tools for you and your agency.

II. Setup/Sign In

In order to begin using the State Agency Info Center, you must receive a User ID and password from the purchasing department. Once you receive this information, you can go to <http://www.purchasing.ri.gov> and click on the "State Agency Info Center" link to sign in:



III. Home Page

Once you have logged into the system, you will see the Home Page. This page contains general information about the State Agency Information Center.

IV. Navigation

RIVIP State Agency Info Center Documentation

Once you have logged into the system, you can find information by clicking the [Info Center Navigation](#) link and viewing the Info

Center Navigation Page. This page contains a tree-structure that simplifies organization and navigation:



A. Web Posting

This section contains data entry screens that will allow you to post information on the purchasing (RIVIP) website. Click the [+](#) next to the [Web Posting](#) root node to see the web posting options:





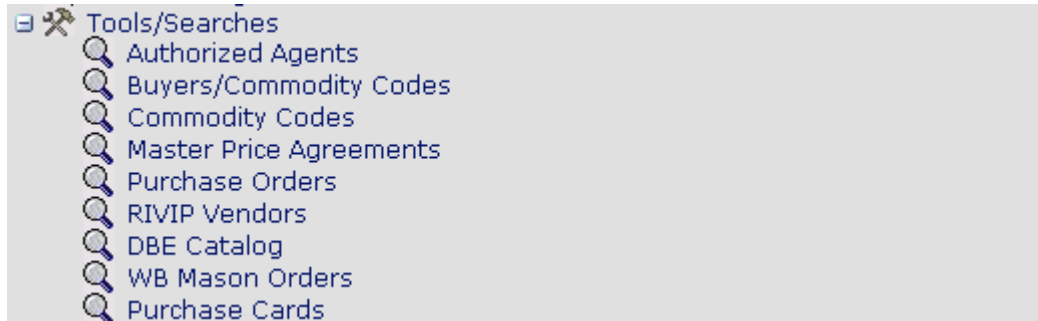
RIDOT Addenda Posting - This function is for authorized RIDOT persons to be able to add addenda to state agency bids handled by central purchasing.

Post Grant Information – This function is for authorized grant data entry personnel only. Click the Grant Posting User Guide for more information.

B. Tools/Searches

RIVIP State Agency Info Center Documentation

This section contains tools (online searches) that will be useful to you. Click the  next to the  Tools/Searches root node to see the tools/searches options:



Authorized Agents - This search allows you to look up authorized agents by agent name, fund, or department:

Authorized Agent Search

Search Criteria - Please select some criteria and click 'Search'.


Authorized Agent Name:

Title:

Fund:

Department:

	FUND CODE	FUND NAME	DEPT CODE	DEPARTMENT	LAST NAME	FIRST NAME	TITLE

Enter an authorized name, title or select a fund and/or department and click the  button. The spreadsheet will then be loaded with the search results:

RIVIP State Agency Info Center Documentation

Authorized Agent Search

Search Criteria - Please select some criteria and click 'Search'.

Authorized Agent Name:

Title:

Fund:

Department:

15 Authorized Agents Found

[View In Excel](#)

Click on a last name for authorized agent details.

	FUND CODE	FUND NAME	DEPT CODE	DEPARTMENT	LAST NAME	FIRST NAME	TITLE
1	10	General	68	ADMINISTRATION	BLAZER	STEVEN	ACCOUNTING SUPERVISOR
2	10	General	68	ADMINISTRATION	BRIGHT	LOUISE	CHIEF OF BUSINESS SERVICES
3	10	General	68	ADMINISTRATION	CARCIERI	DONALD	GOVERNOR
4	10	General	68	ADMINISTRATION	CEMBROLA	JOSEPH	ASSOCIATE PERSONNEL ADMINISTRATOR
5	10	General	68	ADMINISTRATION	COLLARO	FRANK	INTERNAL AUDIT MANAGER

<< >>

Double-click a column header to toggle sort ascending/descending.

Click on a last name to view the details for a particular authorized agent:

RIVIP State Agency Info Center Documentation

Authorized Agent Detail	
Agent Information	
Approval Date: 2/17/2004	
Last Name: COLLINS	First Name: THOMAS
Fund: 10 - General	
Department: 68 - ADMINISTRATION	
Title: CHIEF INFORMATION OFFICER	
Category A - Payment Forms	
Audit Notice: No	From Sequence:
Invoice Header Entry Form: No	To Sequence:
Emp. Adv. & Exp Report: No	
Direct Pay: No	
Additional Sequences:	
Category B - Accounting Forms	
Fund Transfer: No	From Sequence:
Journal Entry: No	To Sequence:
Additional Sequences:	
Category C - Miscellaneous Forms	
Travel Request: Yes	From Sequence:
Report of Surplus: Yes	To Sequence:
Report of Fixed Asset: Yes	
Report of Equip Acquired: Yes	
Office Supplies Order Form: Yes	
Additional Sequences: *SEE BOOK	
Category D - Purchasing Forms	
Purchase Requisitions: No	From Sequence:
	To Sequence:
Additional Sequences:	

The authorized agent search results can be loaded into Excel by clicking the [View In Excel](#) link. This will open Excel within your browser with the data in the Excel spreadsheet where it can be manipulated:

RIVIP State Agency Info Center Documentation

	B	C	D	E	F	G	H
1	FUND	FUND NAME	DEPT	DEPARTMENT	LAST NAME	FIRST NAME	TITLE
2	10	General	68	ADMINISTRATION	AuthorizedAger	STEVEN	ACCOUNTING SUPERVISOR
3	10	General	68	ADMINISTRATION	AuthorizedAger	LOUISE	CHIEF OF BUSINESS SERVICES
4	10	General	68	ADMINISTRATION	AuthorizedAger	DONALD	GOVERNOR
5	10	General	68	ADMINISTRATION	AuthorizedAger	JOSEPH	ASSOCIATE PERSONNEL ADMINISTRATOR/BENEFITS
6	10	General	68	ADMINISTRATION	AuthorizedAger	FRANK	INTERNAL AUDIT MANAGER
7	10	General	68	ADMINISTRATION	AuthorizedAger	THOMAS	CHIEF INFORMATION OFFICER
8	10	General	68	ADMINISTRATION	AuthorizedAger	MERRILL	PURCHASING COORDINATOR
9	10	General	68	ADMINISTRATION	AuthorizedAger	LAURENCE	STATE CONTROLLER
10	10	General	68	ADMINISTRATION	AuthorizedAger	HELEN	ASSISTANT BUSINESS MANAGEMENT OFFICER
11	10	General	68	ADMINISTRATION	AuthorizedAger	PETER	SUPERVISOR OF FINANCIAL MANAGEMENT REPORTING
12	48	Centrex	68	ADMINISTRATION	AuthorizedAger	LINDA	CHIEF IMPLEMENTATION AIDE
13	10	General	68	ADMINISTRATION	AuthorizedAger	JOHN	SUPERVISOR OF FINANCIAL REPORTING
14	48	Centrex	68	ADMINISTRATION	AuthorizedAger	SANDY	TELECOMMUNICATION SPECIALIST
15	10	General	68	ADMINISTRATION	AuthorizedAger	KENNETH	CHIEF OF STAFF

Buyers/Commodity Codes - This search allows you to look up buyers for a particular commodity code, class or description. You can even perform a lookup by buyer name:

Buyer/Commodity Search

**Please enter a 3 or 5-digit commodity code or keyword(s)
and click 'Search' to view Buyer/Commodity assignments.**

Class or
Class/Item:

Keyword(s):

Search

BUYER LAST NAME	BUYER FIRST NAME	CLASS	ITEM	DESCRIPTION

Enter a commodity code class/item or keyword(s) and click

Search

to view the buyer/commodity assignments:

RIVIP State Agency Info Center Documentation

Buyer/Commodity Search

**Please enter a 3 or 5-digit commodity code or keyword(s)
and click 'Search' to view Buyer/Commodity assignments.**

Class or
Class/Item:

Keyword(s):

15 Buyer/Commodities Found

[View Buyer Phone Directory](#)
[View In Excel](#)

	BUYER LAST NAME	BUYER FIRST NAME	CLASS	ITEM	DESCRIPTION
1	Cowell	John	691	63	Reducers (In-Line, Worm Gear, Right Angle, Parallel, Bevel, Mixer, Shaft
2	Harris	Steve	020	27	Feed Mills and Mixers
3	Harris	Steve	020	84	Soil Mixers and Samplers
4	Harris	Steve	635	40	Paint Conditioners, Mixers, Shakers, and Tinting Machines
5	Harris	Steve	755	10	Asphalt Distributors, Levelers, Mixers, Crack Sealing Equip., etc. (See 755-40

<< >>

Double-click a column header to toggle sort ascending/descending.

The search results displays the assignments. There is also a link to the Buyer Phone Directory.

The buyers/commodity codes search results can be loaded into Excel by clicking the [View In Excel](#) link. This will open Excel within your browser with the data in the Excel spreadsheet where it can be manipulated:

	A	B	C	D	E
1	BUYER LAST NAME	BUYER FIRST NAME	CLASS	ITEM	DESCRIPTION
2	Cowell	John	691	63	Reducers (In-Line, Worm Gear, Right Angle, Parallel, Bevel, Mixer, Shaft Mount, Screw Conveyor)
3	Harris	Steve	020	27	Feed Mills and Mixers
4	Harris	Steve	020	84	Soil Mixers and Samplers
5	Harris	Steve	635	40	Paint Conditioners, Mixers, Shakers, and Tinting Machines
6	Harris	Steve	755	10	Asphalt Distributors, Levelers, Mixers, Crack Sealing Equip., etc. (See 755-40 for Tools)
7	Harris	Steve	755	80	Concrete Mixers
8	Harris	Steve	765	37	Mixers, Lime Slurry
9	Harris	Steve	929	12	Asphalt Distributors, Levelers, Mixers, etc. Maintenance and Repair
10	Harris	Steve	929	30	Concrete Mixers, Maintenance and Repair
11	Hill	Lisa	045	51	Mixers, Food (Household Types)
12	Hill	Lisa	803	45	Music Systems and Components: Amplifiers, Mixers, Preamplifiers, Tuners, Turntables, etc.
13	Miller	Alma	090	16	Dough Mixers
14	Miller	Alma	165	02	Blenders, Food Cutters, and Mixers
15	Roche	Linda	175	82	Stirrers, Blenders, Homogenizers, Mixers and Shakers
16	Roche	Linda	490	19	Density Gradient Equipment: Fractionators, Mixers, etc.

RIVIP State Agency Info Center Documentation

Commodity Codes - This search allows you to look up commodity codes and commodity code descriptions. You can start by either entering a keyword or selecting a commodity code category:

**State of Rhode Island
Department of Administration
Division of Purchases**

Commodity Code Search

Welcome
Test Company Name
VENDOR SIGN OUT

My VIP Info Center

Home

General Information

Vendor Center

Public Bid Opportunities

RI Department of Transportation

State Agency Info

Select a commodity code group, enter keyword(s), and click the search button. You can also perform a **Class Search**.

Search by Keyword:

Commodity Code Categories

Search All Categories

- 01 - Administrative, Financial, and Management Services
- 02 - Agricultural Equipment and Related Products and Services
- 03 - Arts, Crafts, Entertainment, Theatre
- 04 - Automotive Products, Vehicles, and Services
- 05 - Building Equipment, Supplies, and Services
- 06 - Clothing, Textiles, Laundry Equipment, and Supplies
- 07 - Communication Equipment and Services

Once a category or keyword is entered, click . If a category is all that is selected, the list of classes will be displayed for that category. In this example, we selected 04-Automotive Products, Vehicles, and Services:

**State of Rhode Island
Department of Administration
Division of Purchases**

Commodity Code Search Results

Welcome
Test Company Name
VENDOR SIGN OUT

My VIP Info Center

Home

General Information

Major Group	Class	Description
04	055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC.
04	060	AUTOMOTIVE AND TRAILER MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS
04	065	AUTOMOTIVE AND TRAILER BODIES, ACCESSORIES, AND PARTS
04	070	AUTOMOTIVE VEHICLES AND RELATED TRANSPORTATION EQUIPMENT (INCLUDING TRAILERS)
04	075	AUTOMOTIVE SHOP EQUIPMENT AND SUPPLIES
04	110	BELTS AND BELTING: AUTOMOTIVE AND INDUSTRIAL
04	405	FUEL, OIL, GREASE AND LUBRICANTS
04	863	TIRES AND TUBES

RIVIP State Agency Info Center Documentation

From this page you can click the description field for a particular class to view its Items. In this example, we selected Tires and Tubes:

The screenshot shows the website header with the title "State of Rhode Island Department of Administration Division of Purchases". Below the header is a navigation menu on the left with links: Welcome, Test Company Name, **VENDOR SIGN OUT**, My VIP Info Center, Home, General Information, and Vendor Center. The main content area is titled "Commodity Code Search Results" and displays a table of search results.

Major Group	Class/Item	Description
04	863 - 03	Tires and Tubes, Aircraft
04	863 - 05	Tires and Tubes, Passenger Vehicles
04	863 - 06	Tires and Tubes, Motorcycle
04	863 - 07	Tires and Tubes, Light Trucks
04	863 - 10	Tires and Tubes, Medium Truck and Bus
04	863 - 15	Tires and Tubes, Off-Road Equipment
04	863 - 20	Tires and Tubes, Farm Tractor and Implement
04	863 - 25	Tires and Tubes, Industrial
04	863 - 42	Flaps and O-Rings, Tire
04	863 - 65	Recapped/Retreaded Tires (See Class 928 if Recapping/Retreading Own Tires as a Service)

When searching by keyword, the search results will only list item level detail. You can combine category and keyword in your searches. This will search for a keyword only in a particular category.

Master Price Agreements - This search allows you to look up MPA information. The MPA Search page contains a variety of search criteria:

The screenshot shows the website header with the title "State of Rhode Island Department of Administration Division of Purchases". Below the header is a navigation menu on the left with links: **VENDOR SIGN IN**, Home, General Information, Vendor Center, Bid/Grant Opportunities, Agreements (MPAs), and Purchase Orders. The main content area is titled "MPA Search" and contains a search form.

Please enter criteria and click search to view MPAs matching your criteria or leave the fields blank to view all MPAs. You can also browse [MPAs by Category](#).

MPA Number:

MPA Description:

Buyer Last Name:

Vendor Name:

Last Updated Within:

Enter your criteria and click the button, and the search results will be displayed:

RIVIP State Agency Info Center Documentation



**State of Rhode Island
Department of Administration
Division of Purchases**

VENDOR SIGN IN 

MPA Search Results

Click on the MPA number to view the MPA awards.

There are 6 MPAs Meeting the Following Criteria

Search Field	Criteria
MPA Number	Bid Number
250	B01218
345	
101	B01907
57	
230	B03733
229	B02775

MPA Number	Bid Number	Description	Begin Date	End Date	Buyer	Analysis Info	Last Updated
250	B01218	Computer and Printer Maintenance	8/1/2002	7/31/2005	Roche	View	8/5/2003
345		COMPUTER HARDWARE	11/1/2004	10/31/2006	Roche		12/23/2004
101	B01907	Computer Paper	4/1/2003	3/31/2005	Cowell		3/3/2004
57		Computer Products - Apple	11/1/1994	10/31/2005	Roche		12/8/2004
230	B03733	Computer Tech Support/Sys Analysis/Programming Svcs.	7/1/2004	6/30/2007	Christy	View	6/11/2004
229	B02775	Computer Training Services	5/17/2004	9/30/2006	Moynihan		5/18/2004

The MPA Search Results page displays the MPAs that met your criteria. The clicking bid number will link to the bid information associated with the MPAs, and clicking the MPA number will display the awarded vendors:



**State of Rhode Island
Department of Administration
Division of Purchases**

VENDOR SIGN IN 

MPA Awards

250 - Computer and Printer Maintenance

Click on the award number to view the vendor award.

Award Number	Vendor Name	Comments
68M00251133	The Apex Technology Group, Inc.	
68M00251143	Digital Support Corporation	
68M00251149	Northeast Laser Image Of New England, Inc.	
68M00251149	Northeast Laser Image	
68M00251152	Ten Corp, The Technology Execution Network	

Click on the award number to view the price agreement.

RIVIP State Agency Info Center Documentation

Purchase Orders - This search allows you to look up purchase order information. The purchase order search page contains a variety of search criteria:

State of Rhode Island
Department of Administration
Division of Purchases

VENDOR SIGN IN

PO Search

Enter at least PO Number, Vendor Name, or Issued Date criteria and click the search button.

To select multiple list items, hold the <SHIFT> or <CTRL> key and select with the mouse.

PO Number: Release #:

PO Status: ☐ Select All CANCELLED
CLOSED
COMPLETE RECEIPT
PARTIAL RECEIPT

Vendor Name:

PO Description:

PO Type: All Types

PO Amount >= : PO Amount <= :

Date Issued On or After: Date Issued On or Before:

Agency Name: OFFICE OF THE LIEUTENANT GOVERNOR - CONS

You must at minimum enter criteria for PO Number, Vendor Name, or Issued Date range. Once your criteria is entered, click the button, and the search results will be displayed:

RIVIP State Agency Info Center Documentation



**State of Rhode Island
Department of Administration
Division of Purchases**

VENDOR SIGN IN 

Home

General Information

Vendor Center

Bid/Grant Opportunities

RI Department of Transportation

Agreements (MPAs)

Purchase Orders

State Agency Info Center

Quasi-Public / Municipalities

Contact Us



PO Search Results

Click on an open market PO or a master blanket release to get PO Payment information from the RIPAY website. Click on a master blanket header to view its releases. Click on the bid # to obtain bid information for this PO. Click on the 'Y' in the BM column to view the blanket dates.

There are 13 POs Meeting the Following Criteria

Search Field	Criteria
PO Status	CANCELLED, CLOSED, COMPLETE RECEIPT, PARTIAL RECEIPT, SENT TO VENDOR
Issued Date On or After	11/18/2003
Issued Date On or Before	06/01/2004
Agency	OFFICE OF THE LIEUTENANT GOVERNOR - CONS

PO #	Rel #	Status	Description	Amount	Vendor Name	Bid Number	Agency	Issued Date	BM
13A00290503	0	SENT TO VENDOR	COPY MACHINE MAINTENANCE	0.00	SAVIN CORPORATION		OFFICE OF THE LIEUTENANT GOVERNOR - CONS	11/18/2003	Y
13A00293382	0	CLOSED	CLOCKS	867.47	COAST TO COAST SPECIALITY ADVERTISING		OFFICE OF THE LIEUTENANT GOVERNOR - CONS	12/31/2003	N
13A00297529	0	CLOSED	RHODE ISLAND STATE FLAGS	375.00	ATLANTIC FLAG & BANNER		OFFICE OF THE LIEUTENANT GOVERNOR - CONS	2/25/2004	N
13A00298163	0	CLOSED	REGISTRATION FEES	400.00	COUNCIL OF STATE GOVERNMENTS		OFFICE OF THE LIEUTENANT GOVERNOR - CONS	3/3/2004	N
13A00298227	0	CLOSED	PRINTER CARTRIDGES	268.59	NORTHEAST LASER IMAGE OF NE INC		OFFICE OF THE LIEUTENANT GOVERNOR - CONS	3/3/2004	N
13A00298443	0	CLOSED	COMPUTER	899.34	ACAD SOFTWARE		OFFICE OF THE LIEUTENANT GOVERNOR - CONS	3/3/2004	N

The PO Search Results page displays the purchase orders that met your criteria. The "BM" column is a blanket master indicator field displaying a Y(Yes) or N(No). Clicking on the 'Y' for a blanket master will display additional information about the blanket master:



**State of Rhode Island
Department of Administration
Division of Purchases**

VENDOR SIGN IN 

Home

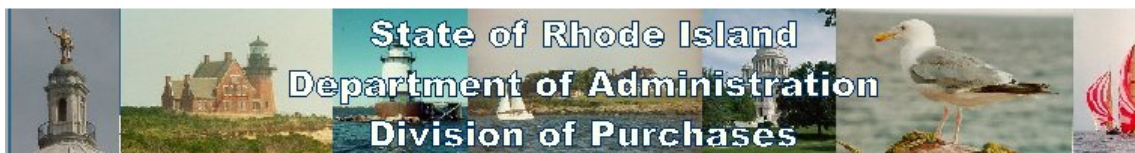
General Information

PO Blanket Information

Information	Value
PO Number	13A00290503
PO Blanket Dates	10/01/2003 - 06/30/2007

Clicking on the PO # field for a blanket master will display release details for that master blanket:

RIVIP State Agency Info Center Documentation



**State of Rhode Island
Department of Administration
Division of Purchases**

VENDOR SIGN IN ←

Home

General Information

Vendor Center

Bid/Grant Opportunities

PO Releases for: 13A00290503

Click on the bid number to obtain bid information related to this purchase order.

There are 1 Releases For This Purchase Order

PO #	Rel #	Status	Description	Amount	Vendor Name	Bid Number	Agency	Issued Date	BM
13A00290503	1	CLOSED	COPY MACHINE MAINTENANCE	961.50	SAVIN CORPORATION		OFFICE OF THE LIEUTENANT GOVERNOR - CONS	11/19/2003	N

Clicking on a blanket master release or an open market purchase order will take you to the RIPAY website and display invoice information:



**State of Rhode Island Payment Information
RIPAY Website**



PO Payment Search

Search Criteria - Please enter a valid State of Rhode Island purchase order.

* Purchase Order #: Release #: **Search** Search For PO On Purchasing Website

1 Invoice Found

Purchase Order #: **13A00290503** Release #: **1**

PO Description: **COPY MACHINE MAINTENANCE**

Agency Name: **LT GOVERNOR**

Vendor Name: **SAVIN CORPORATION**

PO Status: **CLOSED**

[View Other POs For This Vendor](#) [View Payment Statement](#) [View In Excel](#)

	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	INVOICE STATUS	PAID DATE	CHECK NUMBER
1	27891	7/14/2003	\$961.50 PAID		12/4/2003	247633

Home

General Information

PO Payment Search

Municipal ACH Payments

Check Number Search

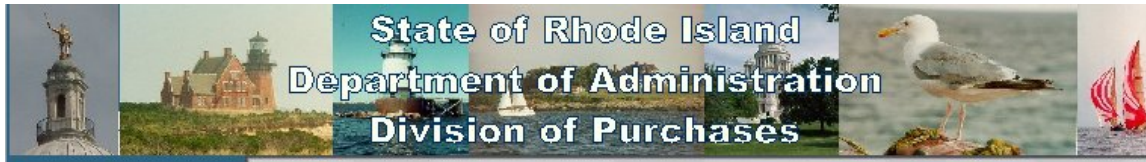
Contact

RI.gov


Microsoft Internet Explorer

RIVIP Vendors - This search allows you to look up vendors that have registered on the Purchasing RIVIP website. ***This search requires an additional login.*** The following search criteria can be entered to find a vendor:

RIVIP State Agency Info Center Documentation



**State of Rhode Island
Department of Administration
Division of Purchases**

VENDOR SIGN IN 

Home
General Information
Vendor Center
Bid/Grant Opportunities
Agreements (MPAs)
Purchase Orders
Contact Us

Vendor Lookup

Please select the appropriate criteria for your search and click 'continue'.
Use the <TAB> to move between fields.

RIVIP Vendor ID: **Vendor Name:**

SSN/FIN #: **Comm Code:**

State: **CC Description:**

Business Type: **DBE Product Desc:**

RIVIP Status:

Business types include:

- All Business Types
- Disabled Owned Businesses
- Minority Owned Businesses
- Women Owned Businesses

RIVIP Statuses include:

- All Status Types
- Active
- Debarred
- Suspended

Once criteria has been entered, click and you will see the search results:

RIVIP State Agency Info Center Documentation



State of Rhode Island
Department of Administration
Division of Purchases

Welcome
Test Company Name
VENDOR SIGN OUT
My VIP Info Center
Home
General Information
Vendor Center
Public Bid Opportunities
RI Department of Transportation
State Agency Info Center
Quasi-Public / Municipalities
Agreements (MPAs)
Purchase Orders

Vendor Lookup Results

There are 153 Vendors Meeting the Following Criteria

Search Field	Criteria
Comm Code Desc	welding
RIVIP Status	Active

Click on the Vendor Name for details.

Vendor Name	RISAIL	State	Contact Name	Phone Number	RIVIP Status	DMW
4 A King Usa Inc.	N	NV	Heather King	702-388-8334	Active	
A & A Building & Construction Inc.	N	RI	Sam Catalano	401-231-9065	Active	
Abco Welding Supply	Y	RI	Jon Keiluhn	(401) 732-2920	Active	
AD&D Welding & Boiler Works, Inc.	N	RI	Christopher Riggs	(401) 732-5222	Active	
Aero Plumbing & Heating Inc.	Y	RI	Michael V. St. Martin	401-751-8880	Active	
Aimtek, Inc.	N	MA	Jay Kapur	(508) 832-5035	Active	
Air Liquide America Corporation	N	PA	John Avrachow	610-239-2060	Active	
Alhambra Building Co., Inc.	Y	RI	Donna Giles	(401) 461-2090	Active	
All State Boiler & Construction, Inc.	Y	CT	Tim Foley	(860) 678-0678	Active	
Als Auto Parts	N	RI	Albert Scialo	401-942-1617	Active	
American Indian Welding Company	N	RI	Lawrence H. Stanton	401-294-6376	Active	
American Millwright Inc.	N	RI	Newt Y. Whipple	401-766-3019	Active	
American Millwright Inc.	N	RI	Frank Hvizdos	508-671-0090	Active	
American Welding Co., Inc.	N	RI	Eric Greene	401-821-7186	Active	
Anion Net, Inc	N	NY	Chris Mallouras	718-803-2910	Active	
Arden Engineering Constructors, Inc.	Y	RI	Ken Demers	401-727-3500	Active	
Arrow Paper Equipment Rental & Sales	N	CT	Garry Weiss	860-447-1621	Active	
At&Z Construction	N	RI	Austin Thorpe	401-5290169	Active	
Atlantic Control Systems Inc.	Y	RI	James Grundy	(401) 294-1560	Active	
Automotive Resources, Inc.	N	VA	Steve Delany	(703) 359-6265	Active	
Banks Building Company, Llc	N	RI	Christopher Lambert	401-861-9600	Active	
Bedros H. Dilsizian	N	MA	Bedros H. Dilsizian	617-924-2175	Active	

The vendor lookup results page displays the vendor name, a Yes/No flag explaining whether or not the vendor exists in RISAIL, the state, contact name/phone, RIVIP status, and flags for Disabled(D), Minority(M), and Women(W) owned businesses.

*****Remember vendors that exist on the Purchasing/RIVIP website may or may not exist in RISAIL. Conversely, vendors that exist in RISAIL may or may not exist on the Purchasing/RIVIP website. (The reason for this is that there are some vendors who bid and are never awarded. There are also vendors who are awarded and never bid.)**

Detailed vendor information can be retrieved by clicking on the vendor name:

RIVIP State Agency Info Center Documentation



VENDOR SIGN IN

[Home](#)

[General Information](#)

[Vendor Center](#)

[Bid/Grant Opportunities](#)

[RI Department of Transportation](#)

[Agreements \(MPAs\)](#)

[Purchase Orders](#)

[State Agency Info Center](#)

[Quasi-Public / Municipalities](#)

[Contact Us](#)






Vendor Information

Contact Information

Name	Jon Keiluhn
Title	Manager
Phone	(401) 732-2920
Fax	401-732-4180
Email	jonkeiluhn@abcodelivers.com

Vendor Address Information

Company Name	Abco Welding Supply
Subsidiary/Division	
Address	231 Jefferson Blvd
Address 2	
City	Warwick
State	RI
Zip Code	02888-3818
Country	USA

Mailing Address Information

Address	
Address 2	
City	
State	
Zip Code	
Country	

Commodity Code Information

Major Group	Class/Item	Description
05	005 - 14	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
05	005 - 42	Abrasives, Solid: Wheels, Stones, etc.

RIVIP State Agency Info Center Documentation

DBE Catalog - This search allows you to look up products/services offered by disability business enterprises (DBEs). The DBE Catalog Search page contains a variety of search criteria:

**State of Rhode Island
Department of Administration
Division of Purchases**

DBE Catalog Search

Please select the appropriate criteria for your search and click 'continue'.
Use the <TAB> to move between fields.

Category:

Comm Code:

Description:

Vendor Name:

Enter your criteria and click the button, and the search results will be displayed:

**State of Rhode Island
Department of Administration
Division of Purchases**

DBE Catalog Product Listing

There are 1 Products Meeting the Following Criteria

Search Field	Criteria
Description	lobster

Vendor Name	Product ID	Product Name	Description	Size	Unit Price	Unit Of Measure
Test Company Name	ITEM00001	Lobsters 1-1 1/4 lb.	Fresh native lobsters from RI		\$.99	LB

Click on the product ID to view the product details (which may include an image of the product):

RIVIP State Agency Info Center Documentation

The screenshot shows the RIVIP State Agency Info Center website. The header features a collage of Rhode Island images and the text: "State of Rhode Island Department of Administration Division of Purchases". The left sidebar contains a navigation menu with links: "VENDOR SIGN IN", "Home", "General Information", "Vendor Center", "Bid/Grant Opportunities", "Agreements (MPAs)", "Purchase Orders", and "Contact Us". Below the menu are three buttons: "Agency/Municipal Only", "State Agency Info Center", and "Quasi-Public/Municipal". The main content area is titled "DBE Product Information" and displays the following details:

- Product ID: ITEM00001
- Product Name: Lobsters 1-1 1/4 lb.
- Description: Fresh native lobsters from RI
- Style
- Design
- Size
- Variety
- Unit Price: \$6.99
- Unit of Measure: LB
- Image: A photograph of several red lobsters on a wooden crate.


WB Mason Orders - This search allows you to look up order line information for orders placed with WB Mason. The WB Mason Order Search page contains a variety of search criteria:

The screenshot shows the "WB Mason Order Search" page within the RIVIP State Agency Info Center. The header is the same as the previous screenshot. The left sidebar includes links: "Welcome joeagency !!", "Home", "RIVIP Home Page", "Info Center Navigation", "Links", "Contact Us", "Logout", and "User Manual". The main content area is titled "State Agency Information Center" and "WB Mason Order Search". It features a search form with the following fields and options:

- Search Criteria - Please select some criteria and click 'Search'.
- Bill Period: [Dropdown]
- Bill Month: 12/2004 [Dropdown]
- Ordered By: [Dropdown]
- Order Date On or After: [Calendar]
- Order Date On or Before: [Calendar]
- Order Number: [Text]
- Fund: [Dropdown]
- Agency: 68 - ADMINISTRATION [Dropdown]
- Line Item Seq: [Text]
- Natural Account: [Dropdown]
- Cost Center: [Text]
- [Search Button]

Below the search form, a red message states: "No WB Mason Orders were found with this criteria." At the bottom, a table lists the search criteria used:

BILLING PERIOD	ORDER NUMBER	ORDER DATE	ORDERED BY	FUND	AGENCY	LINE ITEM SEQUENCE	NATURAL ACCOUNT	COST CENTER	DEBIT / CREDIT
----------------	--------------	------------	------------	------	--------	--------------------	-----------------	-------------	----------------

Enter your criteria and click the  button, and the search results will be displayed:

RIVIP State Agency Info Center Documentation

State of Rhode Island
Department of Administration
Division of Purchases

Welcome joeagency !!

Home
RIVIP Home Page
Info Center Navigation
Links
Contact Us
Logout
User Manual

Get Acrobat Reader
Microsoft Internet Explorer

State Agency Information Center

WB Mason Order Search

Search Criteria - Please select some criteria and click 'Search'.

Bill Period: Bill Month: 12/2004 Ordered By:

Order Date On or After: Order Date On or Before: Order Number:

Fund: Agency: 68 - ADMINISTRATION Line Item Seq: Natural Account: Cost Center:

Search

50 WB Mason Order Lines Found

[View In Excel](#)

	BILLING PERIOD	ORDER NUMBER	ORDER DATE	ORDERED BY	FUND	AGENCY	LINE ITEM SEQUENCE	NATURAL ACCOUNT	COST CENTER	DEBIT / CREDIT
1	12/2004	954068	7/30/2004	Loretta Rego	10	68	11351081	634310	00:000000	(\$52.33)
2	12/2004	1055642	10/12/2004	Jan Pelletier	10	68	10001021	634410	00:000000	\$268.80
3	12/2004	1074653	10/22/2004	Jan Pelletier	10	68	10001021	634410	00:000000	\$282.18
4	12/2004	1076635	10/25/2004	Robert Farley	10	68	11151021	631750	00:000000	\$126.85
5	12/2004	1076635	10/25/2004	Robert	10	68	11251022	631750	00:000000	\$246.24

<< >>

Double-click a column header to toggle sort ascending/descending.

The search results displays the order lines. The order lines in the search results can be loaded into Excel by clicking the [View In Excel](#) link. This will open Excel within your browser with the data in the Excel spreadsheet where it can be manipulated:

	A	B	C	D	E	F	G	H	I	J	K	L	M
	BILLING PERIOD	ORDER NUMBER	ORDER DATE	ORDERED BY	FUND	AGENCY	LINE ITEM SEQUENCE	NATURAL ACCOUNT	COST CENTER	DEBIT / CREDIT	FUND NAME	AGENCY NAME	FISCAL YEAR
1	12/2004	954068	7/30/2004	Loretta Rego	10	68	11351081	634310	00:000000000	(\$52.33)	General	ADMINISTRATION	2005
2	12/2004	1055642	10/12/2004	Jan Pelletier	10	68	10001021	634410	00:000000000	\$268.80	General	ADMINISTRATION	2005
3	12/2004	1074653	10/22/2004	Jan Pelletier	10	68	10001021	634410	00:000000000	\$282.18	General	ADMINISTRATION	2005
4	12/2004	1076635	10/25/2004	Robert Farley	10	68	11151021	631750	00:000000000	\$126.85	General	ADMINISTRATION	2005
5	12/2004	1076635	10/25/2004	Robert Farley	10	68	11251022	631750	00:000000000	\$246.24	General	ADMINISTRATION	2005
6	12/2004	1076767	10/25/2004	Frances Cirillo	10	68	10451021	634410	00:000000000	\$587.11	General	ADMINISTRATION	2005
7	12/2004	1076767	10/25/2004	Frances Cirillo	10	68	10451021	634410	00:000000000	(\$1.44)	General	ADMINISTRATION	2005
8	12/2004	1082667	10/28/2004	Jan Pelletier	10	68	10001021	634410	00:000000000	\$683.19	General	ADMINISTRATION	2005
9	12/2004	1086268	11/1/2004	Jan Pelletier	10	68	10001011	634410	00:000000000	\$111.50	General	ADMINISTRATION	2005
10													

RIVIP State Agency Info Center Documentation

Purchase Cards - This search allows you to look up JP Morgan Purchase Card transactions. The Purchase Card Search page contains a variety of search criteria:

State of Rhode Island
Department of Administration
Division of Purchases

Welcome aic !!

[Purchasing](#)
[Info Center Home](#)
[Info Center Navigation](#)
[Links](#)
[Contact Us](#)
[Logout](#)
[User Manual](#)

State Agency Information Center

Purchase Card Search

Search Criteria - Please select some criteria and click 'Search'.

Starting Post Date: 7/1/2005 Ending Post Date: 11/18/2005 Control Group: ...

Cardholder: Merchant:

Fund: Agency: Search

Line Item Seq: Natural Account: Cost Center:

POST DATE	CONTROL GROUP	MERCHANT NAME	CARD HOLDER	FUND	AGENCY	LINE ITEM SEQ	NATURAL ACCOUNT	COST CENTER	TRANS AMOUNT
-----------	---------------	---------------	-------------	------	--------	---------------	-----------------	-------------	--------------

Enter your criteria and click the **Search** button, and the search results will be displayed:

Purchase Card Search

Search Criteria - Please select some criteria and click 'Search'.

Starting Post Date: 7/1/2005 Ending Post Date: 11/18/2005 Control Group: ...

Cardholder: Merchant:

Fund: Agency: 68 - ADMINISTRATION Search

Line Item Seq: Natural Account: Cost Center:

20 Purchase Card Transactions Found

[View In Excel](#)



	POST DATE	CONTROL GROUP	MERCHANT NAME	CARD HOLDER	FUND	AGENCY	LINE ITEM SEQ	NATURAL ACCOUNT	COST CENTER	TRANS AMOUNT	S AM
1	7/5/2005	680ADV	THE TIMES	ADVERT ADMIN	10	68	10001011	639410	0	\$375.00	
2	7/5/2005	68BTRV	MARRIOTT	TRAVEL CBO	10	68	10651031	639160	0	\$342.00	
3	7/5/2005	680000	NATL STATES	MCMAN CBO,	10	68	10001011	634990	0	\$250.00	
4	7/5/2005	680000	ANTHONY CHOQUET	DELSAN CBO,	10	68	10001011	634990	0	\$79.00	
5	7/5/2005	68CTRV	HOLIDAY	TRAVEL	10	68	15051011	639160	0	\$144.00	

RIVIP State Agency Info Center Documentation

The search results displays the transactions which can be loaded into Excel by clicking the [View In Excel](#) link. This will open Excel within your browser with the data in the Excel spreadsheet where it can be manipulated:

	D	E	F	G	I	J	K	L	M	N	O	P	Q	R	S
	POST DATE	CONTROL GROUP	MERCHANT NAME	CARD HOLDER	FUND	AGENCY	LINE ITEM SEQ	NATURAL ACCOUNT	COST CENTER	TRANS AMOUNT	SALES TAX AMOUNT	TRAVELER NAME MPA	MERCHANT MCC	FUND DESCRIPTION	DEPARTMENT NAME
1	7/5/2005	680ADV	THE TIMES	ADVERTISING	10	68	10001011	639410	0	\$375.00	\$0.00	0	5192	General	ADMINISTRATION
2	7/5/2005	68BTRV	MARRIOTT	TRAVEL CBO	10	68	10651031	639160	0	\$342.00	\$0.00	0	3509	General	ADMINISTRATION
3	7/5/2005	680000	NATL STATES GEOGRAPHIC IN	MCMAHON CBO	10	68	10001011	634990	0	\$250.00	\$0.00	0	8639	General	ADMINISTRATION
4	7/5/2005	680000	ANTHONY CHOQUETTE	DELSANTO CBO	10	68	10001011	634990	0	\$79.00	\$0.00	0	2741	General	ADMINISTRATION
5	7/5/2005	68CTRV	HOLIDAY INNS	TRAVEL CBO	10	68	15051011	639160	0	\$144.00	\$0.00	0	3501	General	ADMINISTRATION
6	7/5/2005	68CTRV	DELTA	TRAVEL CBO	10	68	15051011	639160	0	\$601.00	\$0.00	0	3058	General	ADMINISTRATION
7	7/5/2005	68CTRV	DELTA	TRAVEL	10	68	15051011	639160	0	\$601.00	\$0.00	0	3058	General	ADMINISTRATION

C. Communications



This section contains tools (online searches) that will be useful to you. This section contains memos, notices, and instructions from the Division of Purchases that can be easily downloaded and printed. Click the  next to the  [Communications](#) root node to see the communications options:

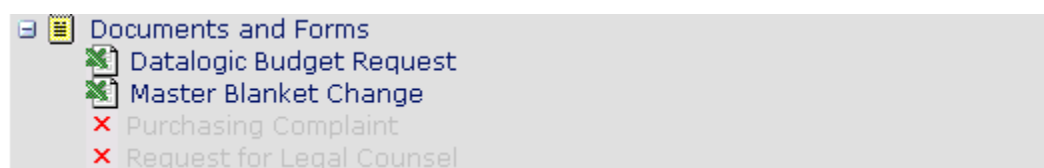


Administrative Approval Letter - Approval requirements and authorized agent responsibilities.

Year End Instructions - Fiscal year transition tables and guidelines for the most current fiscal year.

D. Documents and Forms

This section contains purchasing documents/forms applicable to state agencies that can be easily downloaded and/or printed. This section also contains a link to the forms section of the Accounts and Controls website. Click the  next to the  [Documents and Forms](#) root node to see the documents and forms options:



RIVIP State Agency Info Center Documentation



Datalogic Budget Request - MS Excel form required for Datalogic supplemental services requests.

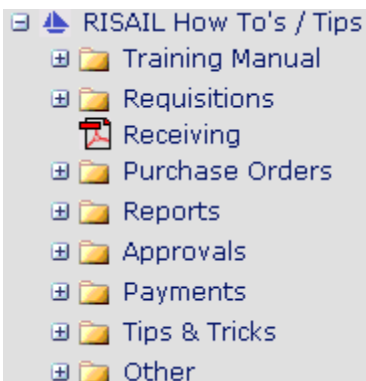
Master Blanket Change - MS Excel form for master blanket change requests.

Purchasing Complaint - Not yet available.

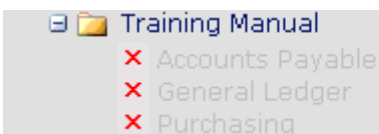
Request for Legal Counsel - Not yet available.

E. RISAIL How To's / Tips

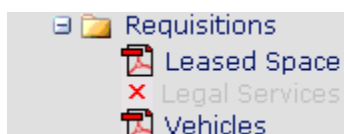
This section contains RISAIL/Buyspeed technical instructions and procedures for state agencies. Click the  next to the  RISAIL How To's / Tips root node to see the instructions which are broken out into multiple categories:



Training Manual - This section will contain the RIAIL training documentation which includes sections for Accounts Payable, General Ledger, and Purchasing. These documents are currently unavailable.



Requisitions - This section contains PDF documents containing instructions for requisitioning leased space, legal services, or vehicles:



RIVIP State Agency Info Center Documentation

Receiving - Information on how to perform receiving operations within Buyspeed & RISAIL



Purchase Orders - This section contains PDF documents containing instructions for performing a change order, closing a blanket purchase order release or establishing a mastet blanket for leased space:



Reports - This section contains PDF documents on how to run reports within Buyspeed/RISAIL. Specific reports include those on class summary, MPA Usage, Multi-Vendor MPA, PO Account, and Vendor Lookup:



Approvals - This section is not yet available.



Payments - This section contains information on how to enter ACH payment categories within Buyspeed & RISAIL.



Tips/Tricks - This section contains PDF documents containing useful information for using Buyspeed and RISAIL more effectively.



RIVIP State Agency Info Center Documentation

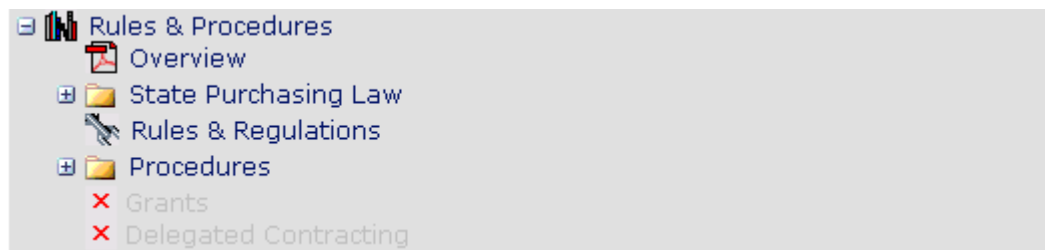


Other - This section contains PDF documents containing information on additional operations within Buyspeed/RISAIL.



F. Rules and Procedures

This section contains general purchasing instructions and procedures for state agencies. Click the  next to the  **Rules & Procedures** root node to see the rules and procedures options:



Overview - PDF presentation of Purchasing law, regulations, and procedures.

State Purchasing Law - RI general law and information including a link to 37-2 Rhode Island General Law:



Rules & Regulations - Rules and Regulations Published per RI General Law 37-2.


Procedures - Small Purchase, MPA, and other procedures.

RIVIP State Agency Info Center Documentation



V. Help

The [Help](#) link on the State Agency Info Center main menu links to the most recent version of this document in PDF format. You must have Adobe Acrobat

Reader installed on your workstation to view PDF files. The  link on the State Agency Info Center main menu will take you to the Adobe website where the reader can be downloaded for free.

VI. Links

Important purchasing-related website links can be accessed by clicking the [Links](#) hyperlink on the State Agency Info Center main menu:

RIVIP State Agency Info Center Documentation



VII. Conclusion

This concludes the materials for the state agency info center. We hope this documentation will be helpful in preparing your department staff to utilize this new on-line resource.